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Windham at Putnam  
SUPERIOR COURT

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Short Calendar

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Hon. Michael E. Riley  
9:30 A.M.  
155 Church St., Putnam

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NOTICE

THE READING OF THIS NOTICE REGARDING THE SHORT CALENDAR PROCEDURES IS IMPERATIVE. FAILURE TO COMPLY WITH THESE MAY DELAY DISPOSITION AND RESULT IN UNNECESSARY SHORT CALENDAR COURT APPEARANCES.

"Case Management Date," "Case Management Agreement," and "Motion for Review" are court motions. These motions will be marked "ready" by the Court and require the presence of all parties and attorneys of record at the short calendar or the matter is subject to dismissal.

MARKING PROCEDURE FOR ALL CASES ON THIS LIST:

A proper marking must be made, or the Court will not hear the matter at the short calendar. The Clerk's Office will accept telephone markings of "READY," "OFF," "OVER," or "TAKE THE PAPERS." In accordance with Connecticut Practice Book Section 11-13, no motion will be heard unless printed on the list or otherwise approved by the Court. Markings may be made by calling (860) 928-5625, or by faxing to (860) 928-7076. Short calendar markings will occur from 9:00 a.m. Tuesday to 5:00 p.m. Thursday of the

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week preceding the short calendar. In the event a state holiday falls on the Friday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday. The moving party must give notice of any marking to opposing counsel and pro se parties. Again, this procedure is a mandatory condition precedent to secure a ruling or hearing on all matters on the short calendar. The Clerk's Office will not give short calendar rulings from items marked "take the papers" to telephone inquiry.

Counsel and parties in any non-agreed matter must confer with Family Relations Division counselors for mediation prior to being heard by the Court. Parties can request to meet with a Family Relations Counselor prior to the Short Calendar by calling their office at (860) 928-0478.

**PARENTING EDUCATION PROGRAM** C.G.S. SEC. 46b-69b requires any person in certain types of family cases in which a minor child is involved to attend a Parenting Education Program before the matter proceeds to judgment. Brochures, a list of providers and the PEP form are available at the Clerk's Office.

Exemption from the mandate of the Parenting Education Program Act may be secured by written motion for good cause shown. No dissolution or custody final judgment will enter until the parties have completed the program or have been exempted from participating.

In all matters involving child support, counsel are to submit completed child support guideline worksheets as well as financial affidavits of both parties. All agreements must be either submitted in writing on forms available in the courtroom, or typed.

New federal requirements regarding wage withholding for child support in Non IV-D family cases are now in effect. Information and forms are available at all Judicial District Clerk's Offices.

If any party or child involved in a matter has received financial support from the State of Connecticut, *you must send notice to the Assistant Attorney General and you must complete a Certificate of Notice in Family Cases (Public Assistance) form.*

**FAILURE OF COUNSEL TO APPEAR AT THE SHORT CALENDAR MAY RESULT IN COURT IMPOSED SANCTIONS, PURSUANT TO CONNECTICUT GENERAL STATUTES SECTION 51-84(b). FAILURE OF PARTIES TO APPEAR AT THE SHORT CALENDAR MAY RESULT IN THE AWARDING OF COUNSEL FEES TO THE OPPOSING APPEARING PARTY.**

Effective February 1, 2005, the standing order below applies to Family matters only.

Attorneys registered with the Statewide Grievance Committee and law firms that have obtained a law firm juris number may enroll and obtain a secure password that will enable them to mark Family Short Calendar matters electronically (via the internet). The electronic Short Calendar Markings Entry transaction is encouraged as a timesaving method of transmittal.

Counsel and pro se parties may continue to mark a matter using the method(s) available prior to implementation of this electronic marking method. Should counsel choose to mark a matter via the internet, please do not also try to mark the matter by phone or fax.

Electronic short calendar markings via the internet will occur from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week preceding the Family Short Calendar. In the event a holiday falls on a Tuesday, matters may be marked from 9:00 a.m. Tuesday to 4:00 p.m. Thursday. In the event a holiday falls on a Thursday, markings will be taken from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. In the event a holiday falls on a Friday, markings will be taken from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.

Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking:

- Column number and position on the calendar;
- Name and docket number of the case;
- Number and title of motion;
- Marking;
- Full name of the person making the marking and the firm name, if applicable; and
- Confirmation that all counsel and pro se parties of record have been notified of the marking.

Please do not call the clerk's office to confirm delivery. A Short Calendar Markings Confirmation and Receipt produced upon completion of the electronic Short Calendar Markings Entry transaction serve as an acknowledgment of delivery.